

**Executive Summary:** The Office of Citizen Exchanges, Youth Programs Division, of the Bureau of Educational and Cultural Affairs announces an open competition for two distinct Youth Leadership Programs, one with Southeast Asia and another with the Philippines. Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to conduct three- to four-week U.S.-based exchange programs for teenagers and adult educators. The activities will focus on civic education, leadership, diversity, and community engagement and prepare participants to conduct projects at home that serve a community need. It is the Bureau's intent to award two cooperative agreements for one base year plus two option years for an

estimated total amount of \$1,590,000. Please see section II.)  
Award Information below for additional details.

**I. Funding Opportunity Description:**

**Authority:** Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world. The funding authority for the program above is provided through legislation.

**Purpose:** The Bureau of Educational and Cultural Affairs (ECA) is supporting two Youth Leadership Programs, one with up to ten countries in Southeast Asia (member states of the Association of South East Asian Nations (ASEAN)) and one with the Philippines. Each program will feature exchanges to the United States that

are three to four weeks in length for students (ages 15-17) and adult educators. U.S. Embassies in ASEAN countries will recruit, screen, and select the participants, arrange international travel to the United States, and support program alumni. The award recipient will provide additional alumni support. For the program with the Philippines, the award recipient, in conjunction with its local partner, will recruit, screen, and select the participants, arrange international travel to the United States, and support program alumni. The award recipients for each program will conduct the U.S. based exchange for the program(s).

Youth Leadership Programs are designed to promote high-quality leadership, civic responsibility, and civic engagement among future leaders. They offer an examination of the principles of democracy and civil society as practiced in the United States and provide participants with training that allows them to develop their leadership skills. The applicant should present a program plan that allows the participants to thoroughly explore civic education in the United States in a creative, memorable, and hands-on way. Activities should be designed to be replicable and provide practical knowledge and skills the participants can apply to school and civic activities at home.

Participants will speak English and live with American families for the majority of the exchange period. Applicants should devise a program with multiple opportunities for participants to interact with American youth and educators.

The goals of the program are:

- 1) To promote mutual understanding between the people of the United States and the people of the partner countries;
- 2) To develop a sense of civic responsibility and commitment to community development among youth;
- 3) To develop leadership skills among secondary school students appropriate to their needs; and
- 4) To foster relationships among youth from different ethnic, religious, and national groups.

A successful program will nurture the leadership development of the participants and equip them with the knowledge, skills, and confidence to become citizen advocates. Successful applicants will present a plan to engage the participants in issues of concern in their schools and communities upon their return home.

The Bureau anticipates providing two awards to support two discrete Youth Leadership Programs. Each project will be judged

independently and proposals will be compared only to proposals for the same project. Organizations that wish to apply for both projects must submit two separate proposals for consideration. ECA intends to make only one award for each project. Note: The award funds available through this solicitation are not intended to cover the international airfare for the exchange participants in the Southeast Asia Youth Leadership Program.

**Project 1: Southeast Asia Youth Leadership Program**

One award. Funding for this award is approximately \$280,000.

All ten member states of the Association of Southeast Asian Nations (ASEAN) are eligible for this Youth Leadership Program though not all may send participants. Eligible countries are: Brunei, Burma, Cambodia, Indonesia, Laos, Malaysia, the Philippines, Singapore, Thailand, and Vietnam.

The aim of this program is to advance dialogue and mutual understanding between Americans and citizens of ASEAN countries and foster greater understanding and awareness of the ASEAN community among participants.

Applicants should propose to implement two three to four week U.S.-based exchanges. One exchange will take place in the late October to December 2012 timeframe and the second will take place in April to May 2013 timeframe. Each exchange delegation will have between 20-35 participants, together totaling the anticipated 60 participants. The size of the two delegations might or might not be equal. Applicants should indicate the extent of their flexibility in accommodating this number of participants, both programmatically and financially. The ratio of students to educators will be approximately 5:1 or 6:1.

In addition to the themes of civic education, community service, and leadership, applicants should include a sub-theme of their choice, such as environmental awareness or entrepreneurship, as a way to illustrate the primary themes.

In pursuit of the goals outlined above, the award recipient will provide the following:

- Pre-Program: Information about the U.S. program and pre-departure materials to help the U.S. Embassies, participants, and their families in preparation for the exchange.

- Orientations: A welcome orientation upon arrival to the U.S. and closing session to summarize the project activities and prepare participants for their return home.
- Logistics: All logistical arrangements in the U.S. including: disbursement of stipends, local travel, travel between U.S. sites, lodging and meals when not in the homestay.
- Exchange Activities: Activities in one or two communities in the United States that provide a substantive program on civic education, community engagement, and leadership through both academic and extracurricular components.
- Accommodation: Homestay arrangements with properly screened and briefed American families for the majority of the exchange period, as well as appropriately supervised accommodations for the participants when not in homestays.
- Follow-on Activities: Guidance on and support of follow-on activities, in coordination with the U.S. Embassies, in order to facilitate the implementation of follow-on projects by the participants. Follow on projects will allow the participants to apply what they have learned during the exchange to address a community need at home.

## **Project 2: Youth Leadership Program with the Philippines**

One award. Funding for this award is approximately \$250,000.

The aim of this program is to advance dialogue and mutual understanding between Americans and Filipinos and between Muslim and non-Muslim youth from Mindanao, leading to the cooperative implementation of service projects in Mindanao.

The applicant should propose a detailed plan to recruit and competitively select 24-27 teenagers and 4-5 adults from the Autonomous Region of Muslim Mindanao (ARMM) and surrounding areas to participate in the program. Both the youth and adult contingents should represent the diversity of the region.

The U.S. exchange should focus primarily on ways that youth can work collaboratively across ethnic and religious lines. All activities should be related to developing open dialogues among the participants through which they can develop strategies to work together to help solve some of the common challenges they face as teenagers in Mindanao. Participants will also gain a more thorough understanding of how democracy is practiced in the United States, particularly at the grassroots level, including community engagement, minority rights, and the responsibilities of citizens.



The three- to four-week U.S.-based exchange program should take place between January and June 2013.

In addition to the themes of civic education, community service, and leadership, applicants should include a sub-theme of their choice, such as environmental awareness or entrepreneurship, as a way to illustrate the primary themes.

In pursuit of the goals outlined above, the award recipient will conduct the following:

- Recruitment and Selection: a competitive, merit-based participant selection process that reaches the target population.
- Orientations: A pre-departure orientation in the Philippines to prepare the students for the program. A welcome orientation upon arrival to the U.S. and closing session to summarize the project activities and prepare participants for their return home.
- Logistics: International travel and domestic travel in the Philippines and in the United States. All logistical arrangements in the U.S. including disbursement of

stipends, local travel, travel between U.S. sites, lodging and meals when not in the homestay.

- Exchange Activities: Activities in one or two communities in the United States that provide a substantive program on civic education, community engagement, and leadership through both academic and extracurricular components.
- Accommodation: Homestay arrangements with properly screened and briefed American families for the majority of the exchange period, as well as appropriately supervised accommodations for the participants when not in homestays.
- Follow-on Activities: Guidance on and support of follow-on activities in order to facilitate the implementation of follow-on projects by the participants. Follow on projects will allow the participants to apply what they have learned during the exchange to address a community need at home.

**For Both Programs:**

The applicant organization should outline its capacity for doing projects of this nature, focusing on three areas of competency of the staff directly associated with the program: (1) provision of leadership and civic education programming, (2) age-appropriate programming for youth, and (3) demonstrated understanding of and experience in programs with the specified

geographic region. Applicants for the Southeast Asia program need not have partners in the participating countries as the staff of the Public Affairs Sections (PAS) of the U.S. Embassies will recruit and select the participants and provide pre-departure orientations. Applicants for the Philippines program must identify a local partner organization that will facilitate the in-country aspects of the program including recruitment, selection, orientation, and follow-on activities.

**Guidelines:**

The awards will begin on or about August 1, 2012. The first year of the award period will be approximately 12 to 15 months in duration, as appropriate for the applicant's program design. Applicants should propose the period of the exchange(s) based on the timeframes noted above, but the exact timing of the project may be altered through the mutual agreement of the Department of State and the award recipients. The exchange period should be no less than 21 days and no more than 30 days, excluding international travel time.

The youth participants will be students between the ages of 15 and 17 who have demonstrated leadership potential in their schools and/or communities. The educators will be high school

teachers or community leaders who work with youth and have demonstrated an interest in promoting youth leadership and development. Participants will be proficient in the English language.

The exchange activities should take place in one or two communities in the United States and provide a substantive program on civic education, community engagement, and leadership through both academic and extracurricular components. Activities should take place in schools and in community settings. One or two community service opportunities must be included.

Programming must involve American students whenever possible. In addition, a portion of the program (two to six days) must be in Washington, D.C. so that participants can explore the U.S. capital city and American government institutions. The proposed program must also include opportunities for the educators to work with their American counterparts to develop their leadership and mentoring skills.

Applicants must provide detailed information on the program activities outlined above and should explain and justify their programmatic choices. Proposals must demonstrate how applicants will meet the stated objectives. Programs must comply with J-1

visa regulations for the International Visitor and Government Visitor categories.

**Please note:**

The ECA awards for the two programs listed above will take the form of cooperative agreements with the award recipient. In a cooperative agreement, the Department of State is substantially involved in program activities above and beyond routine grant monitoring. The Department's activities and responsibilities for the Southeast Asia and Philippines Youth Leadership Programs are as follows:

- 1) Provide advice and assistance in the execution of all program components.
- 2) Facilitate interaction within the Department of State, to include ECA, the regional bureaus, and overseas posts.
- 3) Arrange meetings with Department of State officials in Washington, D.C. and the partner countries.
- 4) Approve the final candidate selection and alternates.
- 5) Approve all printed or web-based program materials, including applications, publicity materials, and the final calendar of exchange activities.
- 6) Approve accommodation arrangements.

- 7) Monitor and evaluate the program through regular communication with the award recipient and possibly one or more site visits.
- 8) Conduct an annual performance evaluation/review. Satisfactory performance is a condition of continued administration of the program and execution of all option years.
- 9) For the Southeast Asia Program, the U.S. Embassies will serve as the in-country partner and manage the recruitment and selection of the participants, cover their in-country expenses, and oversee their follow-on activities.

Proposal narratives should include a brief commitment to implement the program for the base year, plus two additional option years, pending successful performance and availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration, and participant numbers would be similar when/if the subsequent option years are exercised.

**Additional Information:**

Award recipients will retain the name 'Youth Leadership Program' to identify their project. All materials, publicity, and correspondence related to the program will acknowledge this as a

program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit.

The awardee must inform the ECA Program Officer of their progress at each stage of the project's implementation in a timely fashion, and will be required to obtain approval of any program changes in advance of their implementation.

Proposals must demonstrate how the stated objectives will be met. The proposal narrative should provide detailed information on the major project activities, and applicants should explain and justify their programmatic choices. Please be sure to refer to the complete Solicitation Package - this RFGP, the Project Objectives, Goals, and Implementation (POGI), and the Proposal Submission Instructions (PSI) - for further information.

## **II. Award Information:**

**Type of Award:** Cooperative Agreements

**Fiscal Year Funds:** 2012- base year, 2013 - option year one,  
2014 - option year two

**Approximate Total Funding:**

Southeast Asia Youth Leadership Program: \$280,000

Philippines Youth Leadership Program: \$250,000

**Approximate Number of Awards:** Two

**Anticipated Award Date:** August 1, 2012

**Anticipated Project Completion Date:** 12 to 15 months after the onset of the award, to be determined by the applicant according to its program design.

**Additional Information:** Cooperative agreement(s) will be awarded for a period of 12-15 months (base year) with the option for two additional 12-15 month periods (option years one and two). ECA will notify the recipient of our intention to exercise or not to exercise an option year at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise option years will depend both on the satisfactory performance of the recipient and the availability of funds.

### **III.) Eligibility Information:**

**III.1. Eligible applicants:** Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).



**III.2. Cost Sharing or Matching Funds:** There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

**III.3. Other Eligibility Requirements:**

- a) Bureau grant guidelines require that organizations with less than four years experience in conducting international

exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making multiple awards in amounts over \$130,000 to support the program and administrative costs required to implement these exchange programs. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition. The Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

- b) Technical Eligibility: All proposals must comply with the requirements or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.
- c) Eligible applicants may submit up to two proposals in this competition, one for each project.

**Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

#### **IV.) Application and Submission Information:**

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has

passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

#### **IV.1 Contact Information to Request an Application Package:**

Please contact the Youth Programs Division, ECA/PE/C/PY/T, SA-5, 3<sup>rd</sup> Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, tel. 202-632-6363,

[BookbinderJB@state.gov](mailto:BookbinderJB@state.gov), to request a Solicitation Package.

Please refer to the Funding Opportunity Number ECA/PE/C/PY-12-38-OY-B located at the top of this announcement when making your request.

Alternatively, an electronic application package may be obtained from grants.gov. Please see section IV.3f for further information.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific

information, award criteria and budget instructions tailored to this competition.

Please specify ECA/PE/C/PY/T and Program Officer Jen Bookbinder and refer to the Funding Opportunity Number ECA/PE/C/PY-12-38-OY-B located at the top of this announcement on all other inquiries and correspondence.

**IV.2. To Download a Solicitation Package Via Internet:**

The entire Solicitation Package may be downloaded from the Bureau's website at <http://exchanges.state.gov/grants/open2.html>, or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

**IV.3. Content and Form of Submission:**

Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government.

This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the Central Contractor Registration (CCR) database. Recipients must maintain accurate and up-to-date information in the CCR until all program and financial activity

and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in the CCR will render applicants ineligible to receive funding.

You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

IV.3d. Please take into consideration the following information when preparing your proposal narrative:

#### IV.3d.1            **Adherence To All Regulations Governing The J Visa**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations



governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

Office of Designation, Private Sector Programs Division  
U.S. Department of State

ECA/EC/D/PS, SA-5, 5<sup>th</sup> Floor

2200 C Street, NW

Washington, DC 20037

IV.3d.2            **Diversity, Freedom and Democracy Guidelines**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on incorporating diversity into your proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights

and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

#### IV.3d.3.        **Program Monitoring and Evaluation**

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "SMART" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

- **Participant satisfaction** with the program and exchange experience.
- **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
- **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
- **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term

outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

**For competitions that will be renewed through the option year, applicants must submit:**

- the SF-424A which must include the budget request amount for the base-year of the program;
- a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus two additional option years, pending successful program performance and availability of funds; and
- an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two option years).

**To exercise the option year mechanism the recipient will be required to submit:**

- timely quarterly performance and financial reports;
- a request in writing to ECA at least 90 days in advance of the expiration of the current program year. This request should be incorporated/highlighted in the third quarterly program report;
- a summary budget that projects program expenses through the end of the current year;
- a detailed budget outlining both administrative and program expenses for the requested option year; and
- a brief narrative to support the continuation of the award.

**The ECA Grants Officer and Program Officer will:**

1. closely monitor the recipient's performance through site visits, desk audits, mandatory quarterly performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional option years. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)
2. review and evaluate all mandatory quarterly program and financial reports;



- a. All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional option years.
- b. Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.

The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent option years.

IV.3e.2. Allowable costs for the program include the following:

- Staff travel
- Participant travel (international for Philippines only, domestic, ground transportation, passport fees)
- Orientations
- Cultural and social activities
- Meeting costs
- Lodging, when not in homestays
- Food (primarily group meals)
- Follow-on activities

- Evaluation
- Pocket money for participants' incidental expenses
- Other justifiable expenses directly related to supporting program activities

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

IV.3f. Application Deadline and Methods of Submission:

Application Deadline Date: May 8, 2012

Reference Number: ECA/PE/C/PY-12-38-OY-B

Methods of Submission: Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

**PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov**

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that

all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: Monday - Friday, 7AM - 9PM Eastern Time

Email: [support@grants.gov](mailto:support@grants.gov)

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from grants.gov upon the

successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**

IV.3g. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

## **V. Application Review Information**

### **V.1. REVIEW PROCESS**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office,

as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards cooperative agreements resides with the Bureau's Grants Officer.

#### **REVIEW CRITERIA**

Technically eligible applications will be competitively reviewed according to the criteria stated below.

**1. Quality of the program idea:** The proposed program should be well developed, respond to design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail. Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.

**2. Program planning:** A detailed agenda and work plan should clearly demonstrate how project objectives would be achieved. The agenda and plan should adhere to the program overview and

guidelines described above and in the POGI. The substance of workshops, seminars, presentations, school-based activities, and/or site visits should be described in detail. Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the organization will meet the program's objectives and plan.

**3. Support of diversity:** The proposal should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity in program content. Applicants should demonstrate readiness to accommodate participants with physical disabilities.

**4. Institutional capacity and track record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program goals. The proposal should demonstrate an institutional record, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by the Bureau's Office of Contracts. The Bureau will consider the past performance.

**5. Program evaluation:** The proposal should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The proposal should include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project

objectives. The award recipient will be expected to submit intermediate reports after each project component is concluded.

**6. Cost-effectiveness and cost sharing:** The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions, which demonstrates institutional and community commitment.

## **VI.) Award Administration Information**

### **VI.1a. Award Notices:**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application.



Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

**Prohibition on the use of federal funds to promote, support, or advocate for the legalization or practice of prostitution.**

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

The recipient shall insert the foregoing provision in all sub-agreements under this award.

This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by the Department of State prior to the end of its term.

#### VI.2 **Administrative and National Policy Requirements:**

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments".

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<http://fa.statebuy.state.gov>

**VI.3. Reporting Requirements:** You must provide ECA with an electronic copy of the following required reports:

1. Performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The performance reports (PPR) must be submitted electronically to the Grants Office at [reportseca@state.gov](mailto:reportseca@state.gov) with a copy

sent to the Program Officer. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/> . Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.

2. A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all program performance reports.
3. A final program and financial report no more than 90 days after the expiration or termination of the award;
4. A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
5. If the Competition will allow for the exercise of Option Years, applicants must be placed on a mandatory quarterly program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress

towards the original approved goals and objectives,  
relative activities and events, and supporting fiscal data.  
The reports will be reviewed by both the assigned Grant  
Officer and Program Officer.

6. Quarterly program and financial report guidelines will be  
sent once an award is made

Award recipients will be required to provide reports analyzing  
their evaluation findings to the Bureau in their regular program  
reports. (Please refer to IV. Application and Submission  
Instructions (IV.3.d.3) above for Program Monitoring and  
Evaluation information.

All data collected, including survey responses and contact  
information, must be maintained for a minimum of three years and  
provided to the Bureau upon request.

All reports must be sent to the ECA Grants Office and ECA  
Program Officer listed in the final assistance award document.

## **VII. Agency Contacts**

For questions about this announcement, contact: Jen Bookbinder,  
U.S. Department of State, Youth Programs Division,  
ECA/PE/C/PY/T, SA-5, 3-111, 2200 C Street, NW, Washington,  
DC 20037, tel. 202-632-6363, BookbinderJB@state.gov.

All correspondence with the Bureau concerning this RFGP should  
reference the above title and number ECA/PE/C/PY-12-38-OY-B.

Please read the complete announcement before sending inquiries  
or submitting proposals. Once the RFGP deadline has passed,  
Bureau staff may not discuss this competition with applicants  
until the proposal review process has been completed.

#### **VIII. Other Information:**

##### **Notice:**

The terms and conditions published in this RFGP are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the RFGP does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section VI.3 above.